

Britneigh Hammill

Virtual Assistant

The packages I offer are meant to meet your needs, no matter what. Services can be retained hourly or in a package. Don't see what you're looking for below? Contact me for a customized package!

Silver Package

You need support to keep your life or business moving forward and want more of a balance of responsibilities and consistency in that support. This package is best for ongoing monthly help.

20 hours per month

\$650/month

Included:

- General Administration
 - Customer service
 - Client relationship maintaining and outreach
 - Internet research
 - Calendar management
 - Inbox management
 - Scheduling (personal and client)
 - File management/organization
 - Preparing presentations, general organization only
- Social Media:
 - Accounts managements; Facebook, Instagram
 - Content publication
 - Content scheduling
 - Basic graphic creation (using Canva)
 - Monthly analyzation and reporting
 - Community management
 - Social media ads
 - Social media clean-up
- Email marketing/Newsletter
 - Weekly Newsletter distribution (simple creation as an option after Client Intake Meeting)
 - Basic graphics (using Canva or templates already created)
 - Basic layout design
 - List management (organization only in this package)
- Website/Blog Support
 - Updating blog post (copy already created)
 - Keeping website up to date in formatting

Final agreement of services will be included in contract or proposal before services begin